



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5237

MASTER
FILE

IN REPLY REFER TO:

NETPDTCINST 1000.1A

OOE

27 JAN 2000

NETPDTC INSTRUCTION 1000.1A

Subj: NORMAL WORKING HOURS FOR MILITARY PERSONNEL

Ref: (a) OPNAVINST 1000.16J
(b) OPNAVINST 6110.1E
(c) NETPDTCINST 1330.1A

1. Purpose. This instruction defines the normal working hours for military personnel within the Naval Education and Training Professional Development and Technology Center.

2. Cancellation. NETPDTCINST 1000.1

3. Revision. Since this is a major revision, marginal notations are not annotated. This instruction should be read in its entirety.

4. Discussion. The standard workweek for military personnel at shore activities in locations where dependents may accompany military personnel is defined by reference (a) as 40 hours, excluding time for meals. In a diverse, multimission activity such as NETPDTC, a number of variations will occur in order to meet the requirements of the specific department. It is essential in a mixed military and civilian activity that basic military and civilian working hours are in consonance with one another and encourage a coordinated efficient team effort in meeting our strategic goals and objectives.

5. Policy.

a. The established basic workweek is Monday through Friday from 0730 - 1600 with 30 minutes allocated for lunch. Otherwise, individuals must be on authorized leave or liberty.

b. Flexible working hours are established as follows:

(1) Workweek consists of 40 hours.

(2) Workday consists of eight hours excluding meals.

(3) Window during which normal work is to be accomplished is 0700 - 1800.

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(4) Morning muster time must be within the 0700 - 0800 time frame.

c. Aerobic physical training is authorized in accordance with reference (b).

d. Part-time employment, will not commence prior to the end of the official business day of 1600.

e. Captain's Cup and intramural sports are leisure time activities conducted to promote enjoyment, physical and mental fitness, and "esprit de corp" within the command. These activities are encouraged, however, they will not commence prior to 1430 on a workday unless conducted within a reasonable lunch time period.

f. Attendance at a Civilian Education Institution during working hours requires Commanding Officer approval in accordance with reference (c). Individuals are required to work a 40 hour workweek.

6. Responsibilities.

a. Department Directors are responsible for review and approval of working hours for military personnel within the above guidelines and ensure integrated civilian/military office coverage from 0730 - 1600. Leading Chief Petty Officers will be assigned responsibility for muster of military personnel within the department. Department muster reports will be forwarded by e-mail to the Military Services Office by 0900 each working day.

b. All military personnel are responsible for making sure they conform to working hours as approved by Department Heads.

c. Supervisors will report noncompliance with approved working hours to the designated personnel responsible for muster of military personnel.


M. E. MCADAMS

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